Sample Letter to Parents for an RTI Program

Dear Parent or Guardian,

We have recently completed the benchmark testing that is required by the Response to Intervention program. This assessment is designed to identify whether your child is ready to read on grade level (Tier 1) or whether your child needs additional and/or more intensive reading instruction (Tier 2 or Tier 3). All students in the school will be placed into a skill group in Tier 1, 2, or 3 for a minimum of four cycle days a week. The results of the benchmark testing indicate that your child would benefit from placement in:

_____ Tier 1: REGULAR CURRICULUM + enrichment activities
_____ Tier 2: REGULAR CURRICULUM + additional instruction
_____ Tier 3: REGULAR CURRICULUM + additional, more intensive support

Your child will be placed in a (name of intervention program) skill group starting on (date of start of skill groups). This group will work on the following skill(s):

_____ Early Literacy Skills: This means the skills needed to begin to learn to read. This includes knowing the names and sounds of letters, understanding rhyming, and recognition of the beginning sounds in words. These skills are important because they are necessary before children can learn to read.

_____ Decoding: This means being able to recognize and sound out words. This is important because it is the foundation of reading.

_____ Fluency: This means reading quickly with few mistakes. This skill is important because students need to be able to read fluently to help them understand what they read.

_____ Comprehension: This means understanding what was read. This skill is important because the main purpose of reading is to comprehend.

_____ Enrichment Activities: This means activities that enhance the regular curriculum and expand on information and skills already mastered. This is important for students who have met grade-level goals so that they continue to improve and learn.

During the school year the staff will continue to monitor the progress of your child and you will be notified of the results and recommendations.

If you have any questions about this assessment or the recommendation, kindly contact me. Thank you for your continued interest in your child’s school success.

Sincerely,

School Principal

Source: Project MP3—Monitoring Progress of Pennsylvania Pupils, supported by Grant #H326M050001, a model/demonstration project from the U.S. Department of Education to the Center for Promoting Research to Practice, Lehigh University, Bethlehem, PA, 18015.
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_______ Tier 1: REGULAR CURRICULUM + enrichment activities
_______ Tier 2: REGULAR CURRICULUM + additional instruction
_______ Tier 3: REGULAR CURRICULUM + additional, more intensive support

Your child will be placed in a (name of intervention program) skill group starting on (date of start of skill groups). This group will work on the following:

_____ Building Fact Fluency: This includes (give examples of skills). These skills are important because (describe importance).
_____ Closing Core Skill Gaps: This includes (give examples of skills). These skills are important because (describe importance).
_____ Enrichment Activities: This means activities that enhance the regular curriculum and expand on information and skills already mastered. This is important for students who have met grade-level goals so that they continue to improve and learn.

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